

INTENSIVE LEVEL SURVEY -- BASIC SURVEY STANDARDS

(For Sections 106 and 404 Purposes Only)

Utah State Historic Preservation Office

(Revised 1/2007)

These instructions for Intensive Level Survey -- Basic Survey Standards are to be used for Section 106 and 404 documentation and mitigation purposes only. All other intensive level research of historic sites should use the standard Intensive Level Survey (ILS) instructions. Both levels of research/documentation employ the same Historic Site Form. At the "Basic" level, not all categories on the Site Form will be used, however. **Note:** Some instructions below or information requested on the form may be superseded by particular requirements found in the application Memorandum of Agreement (MOA), Programmatic Agreement (PA), or other agency SHPO instructions.

COMPLETING THE HISTORIC SITE FORM

A copy of the Historic Site Form is attached. A version of the MS Word copy can be obtained from the Utah SHPO by email or diskette. In order to complete the form properly, please follow the instructions below and refer to the completed example.

1. Identification

Name of Property: Complete only if the historic name is known. For houses, use the name of the original owner (e.g., Smith, John, House). In cases where the original owner was not the principal, long-term occupant, combine the last names of the original owner and the principal owner with a hyphen (e.g., Smith-Johnson House). For non-residential buildings, use the historic name of the building, which was usually the name of the business or institution that first occupied the building (e.g., Commercial Bank Building, Thurber School, Salt Lake City Tenth Ward Chapel).

Address: Provide the address, city, and county.

Current Ownership: **Optional.** Give the name and address of the owner.

Township, Range, Section: **Optional.** Fill these in only for properties that are located outside of a town and do not have a street address. These designations can be found at the County Recorder's office or on the USGS map for the area.

UTM (Universal Transverse Mercator) grid reference: **Optional.** Usually used only for very remote sites without a street address.

USGS Map Name & Date: **Optional.** Again, only for properties in remote areas without a street address. Give the name and date of the USGS map on which the property appears (e.g., Heber City Quad/1975).

Tax Number: **Optional.** Give the official tax number assigned to the property by the County Assessor.

Legal Description: **Optional.** This should be copied verbatim from the tax file for the property. Give the acreage of the property as well.

2. Status/Use

Property Category: Check the appropriate box for the primary resource on the property.

Evaluation: Check the appropriate box based on the property's potential eligibility for listing in the National Register. This should be based on age (50 years or older) and architectural integrity. (A general rule of thumb: Would the original owner still recognize the building?)

Use: Residential, commercial, religious, educational, etc.

3. Documentation

Photos/Dates: Photographs are required of all building or structures on the property. An adequate number of professional quality black & white 35mm photos (3-1/2"x5" or 4"x6" prints with accompanying negatives) are required to show all exterior elevations, streetscapes, detailed views of all areas to be impacted by the adverse effect (showing the scale of the feature), exterior and interior architectural trim/decoration, etc. Photographs must be numbered and labeled with address (street and city) and date photograph was taken, and keyed to a site plan and floor plan. All slides, prints, and negatives must be submitted in archival quality protective storage sleeves. **Digital photographs** are now accepted and should be printed on glossy photographic paper in 3-1/2"x 5" prints or larger. These should be printed in black-and-white and printed with the date and location on the back with either a photographic marker or pencil (no labels please). A photograph log should also be submitted with the prints. A CD/DVD-ROM with all the images (in color) should be submitted along with the photos. The size of each image must be 1600x1200 pixels at 300 ppi (pixels per inch) or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black-and-white. TIF images are preferable, but JPEG images are acceptable. For more information on digital photo standards contact the SHPO.

Drawings and Plans: Sketch floor plans of all eligible buildings are required only if demolition is proposed. The plans must be based on an accurate footprint (e.g., Sanborn maps, tax card drawings, or measurements taken on site) and show all existing construction. Rooms shall be labeled by use. A site sketch plan showing subject buildings and all outbuildings is also required.

Research Sources: Check the boxes of all the sources that were consulted, whether they yielded any information or not.

Bibliographical References: Use standard bibliographical citation format for all sources that were used. For unpublished materials, please give the location where they can be found. For interviews, give the names of the narrator and interviewer, date and location of the interview, and location of transcription.

Researcher/Organization: Provide the name of the researcher and the organization that sponsored the intensive survey.

Date: Give the month and year the form was completed.

4. Architectural Description

Building Style/Type: This information can be obtained from the data provided by the Reconnaissance Survey, if it has been completed. If a reconnaissance survey has not yet been done, use the type and style designations outlined in Utah's Historic Architecture,

1847 – 1940: A Guide, by Thomas Carter and Peter Goss (University of Utah Graduate School of Architecture and the Utah State Historical Society, 1988).

No. Stories -- Wall dormers or gable end windows into occupiable space typically constitutes a half (1/2 or .5) story.

Foundation Material: Typically stone, brick or concrete. Please note if original material has been plastered.

Wall Material(s): Give only the principal materials used on the exterior walls (e.g., brick, stone, adobe, drop siding, shingle).

Additions: Mark the appropriate category (none, minor, major) and describe below any minor or major additions, including dates.

Alterations: Mark the appropriate category (none, minor, major) and describe below any minor or major alterations, including dates.

Number of associated outbuildings and/or structures: Self-explanatory. Note in Description whether contributing or noncontributing.

Description: It is not usually necessary to give a detailed description of the physical appearance of the building and its significant architectural features, since the photographs should show virtually all of the exterior features. However, this information is required: (1) a brief description of any additions or alterations that have been made to the building; (2) a list and brief description (materials, estimated dates, condition, contributory/non-contributory status, etc.) of any outbuildings on the property; and (3) description of any features not adequately shown in the photos. Use a continuation sheet if there is not enough space on the form.

5. History

Architect/Builder: Fill in with either the names of the architect and builder or "unknown."

Date of Construction: Give the year the building was constructed. If the date is uncertain, use circa (c.) for the most likely date.

Historic Themes: **Optional.**

History: Describe in detail the impending action (e.g., road widening, rehabilitation, alteration, demolition). Additional historical information is optional.

HISTORIC SITE FORM

(10-91)

UTAH OFFICE OF PRESERVATION

1 IDENTIFICATION

Name of Property:

Address:

Twnshp: Range: Section:

City, County:

UTM:

Current Owner Name:

USGS Map Name & Date:

Current Owner Address:

Tax Number:

Legal Description (include acreage):

2 STATUS/USE

Property Category

- ☐ building(s)
- ☐ structure
- ☐ site
- ☐ object

Evaluation

- ☐ eligible/contributing
- ☐ ineligible/non-contributing
- ☐ out-of-period

Use

Original Use:

Current Use:

3 DOCUMENTATION

Photos: Dates

- ☐ slides:
- ☐ prints:
- ☐ historic:

Drawings and Plans

- ☐ measured floor plans
- ☐ site sketch map
- ☐ Historic American Bldg. Survey
- ☐ original plans available at:
- ☐ other:

Research Sources (check all sources consulted, whether useful or not)

- ☐ abstract of title
- ☐ tax card & photo
- ☐ building permit
- ☐ sewer permit
- ☐ Sanborn Maps
- ☐ obituary index
- ☐ city directories/gazetteers
- ☐ census records
- ☐ biographical encyclopedias
- ☐ newspapers
- ☐ city/county histories
- ☐ personal interviews
- ☐ USHS Library
- ☐ USHS Preservation Files
- ☐ USHS Architects File
- ☐ LDS Family History Library
- ☐ local library:
- ☐ university library(ies):

Bibliographical References (books, articles, interviews, etc.)

Attach copies of all research notes, title searches, obituaries, and so forth.

Researcher/Organization: _____

Date: _____

4 ARCHITECTURAL DESCRIPTION

Building Style/Type: _____ No. Stories: _____

Foundation Material: _____ Wall Material(s): _____

Additions: ☐ none ☐ minor ☐ major (describe below) Alterations: ☐ none ☐ minor ☐ major (describe below)

Number of associated outbuildings _____ and/or structures _____.

Briefly describe the principal building, additions or alterations and their dates, and associated outbuildings and structures. Use continuation sheets as necessary.

5 HISTORY

Architect/Builder: _____

Date of Construction: _____

Historic Themes: Mark themes related to this property with "S" or "C" (S = significant, C = contributing).
(see instructions for details)

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Economics	<input type="checkbox"/> Industry	<input type="checkbox"/> Politics/ Government
<input type="checkbox"/> Architecture	<input type="checkbox"/> Education	<input type="checkbox"/> Invention	<input type="checkbox"/> Religion
<input type="checkbox"/> Archeology	<input type="checkbox"/> Engineering	<input type="checkbox"/> Landscape Architecture	<input type="checkbox"/> Science
<input type="checkbox"/> Art	<input type="checkbox"/> Entertainment/ Recreation	<input type="checkbox"/> Law	<input type="checkbox"/> Social History
<input type="checkbox"/> Commerce	<input type="checkbox"/> Ethnic Heritage	<input type="checkbox"/> Literature	<input type="checkbox"/> Transportation
<input type="checkbox"/> Communications	<input type="checkbox"/> Exploration/ Settlement	<input type="checkbox"/> Maritime History	<input type="checkbox"/> Other
<input type="checkbox"/> Community Planning & Development	<input type="checkbox"/> Health/Medicine	<input type="checkbox"/> Military	
<input type="checkbox"/> Conservation		<input type="checkbox"/> Performing Arts	

Write a chronological history of the property, focusing primarily on the original or principal owners & significant events. Explain and justify any significant themes marked above. Use continuation sheets as necessary.